

## § 301-3.1

## 41 CFR Ch. 301 (7-1-97 Edition)

of the aircraft is justified under provisions of Office of Management and Budget (OMB) Circular No. A-126.

[54 FR 20270, May 10, 1989, as amended at 57 FR 54305, Nov. 18, 1992]

### PART 301-3—USE OF COMMERCIAL TRANSPORTATION

Sec.

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AUTHORITY: 5 U.S.C. 5707.

#### § 301-3.1 Taxicabs.

(a) *Approval requirement.* For local travel authorized under § 301-2.3 (a) and (b), the use of taxicabs may be allowed if authorized or approved as advantageous to the Government. General authorization for use of taxicabs for local travel in certain situations is contained in § 301-2.3 (c), (d), and (e).

(b) *Tips.* In addition to reimbursement of taxi fare, the employee will be allowed reimbursement of tips in the amount of 15 cents when the fare is \$1 or less or 15 percent of the reimbursable fare when it exceeds \$1. If the 15 percent is not a multiple of 5, the reimbursable tip may be increased to the next multiple of 5.

[54 FR 20272, May 10, 1989]

#### § 301-3.2 Rental automobiles and special conveyances.

(a) *Approval requirement.* The hire of boat, automobile, taxicab (other than for use under § 301-2.3 (c), (d), or (e)), aircraft, livery, or other conveyance will be allowed if authorized or approved as advantageous to the Government whenever the employee is engaged in official business within or outside his/her designated post of duty.

(b) *Incidental charges.* If the hire of a special conveyance does not include costs of the incidental expenses of gasoline or oil, feeding and stabling horses, rent of garage, hangar, or boat-house, subsistence of operator,

ferriage, tolls, etc., the same should be first paid, if practicable, by the person furnishing the accommodation or by the operator, and should be itemized in the bill. (See §§ 301-11.3(c)(5) and 301-11.5(c)(2).)

(c) *Damage waiver or insurance costs.* Commercial vehicle rental contracts customarily include full insurance coverage for property damage or injury or death to third parties resulting from the renter's use of the vehicle. Damage to the rented vehicle (collision damage), however, is often covered only above a deductible amount specified in the rental contract, the renter being responsible for the cost of damage below that amount. In such instances, additional insurance (collision damage waiver or collision damage insurance) to relieve the renter from liability for damage to the vehicle up to a deductible amount is available in the rental contract for an extra fee.

(1) Agencies may not pay or reimburse the employee for the cost of collision damage waiver or collision damage insurance when official travel in the rental vehicle is performed wholly within the continental United States, Alaska, Hawaii, the Commonwealth of Puerto Rico or the Commonwealth of the Northern Mariana Islands, or a United States territory or possession. However, agencies are authorized to pay for damage to the rented vehicle up to the deductible amount contained in the rental contract if the damage occurs while the vehicle is being used for official business.

(2) Agencies may pay or reimburse the employee for the cost of collision damage waiver or collision damage insurance when the vehicle is rented or leased for official travel in foreign areas (areas other than those listed in paragraph (c)(1) of this section) and rental or leasing agency requirements, foreign statute, or legal procedures which could cause extreme difficulty to Government employees involved in an accident make such insurance necessary.

(3) The cost of personal accident insurance is a personal expense and is not reimbursable.

(d) *Hire from another employee or member of an employee's family.* Charges for the hire of a conveyance of another